

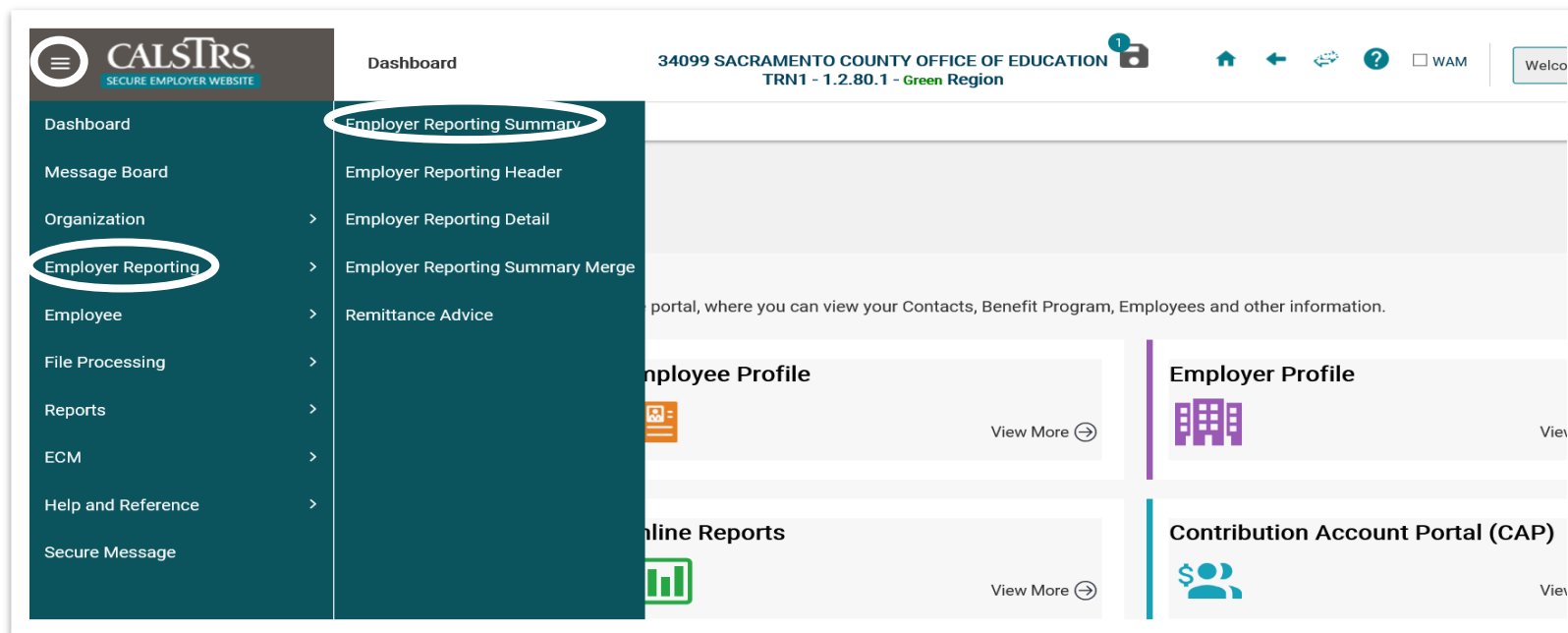
Submitting an Online Accounts Receivable Contribution Transaction

This is a step-by-step process for submitting an online Accounts Receivable Contribution Transaction in the new Secure Employer Website

Revised: July 28, 2025


Step 1:

From the **Global Navigation Menu**, hover over **Employer Reporting** and select **Employer Reporting Summary**.



Step 2:




The **Employer Payroll Summary Search** screen displays. Select **Contribution – AR File** from the **File Type**, as well as the applicable **Benefit Program** from the drop-down menu. Click the **New** button.



SECURE EMPLOYER WEBSITE

Employer Payroll Summary Search

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region







Search Criteria

Payroll Summary ID :


Payroll Summary Status : All


*File Type : Contribution - AR File


Payroll Posted Date From : 


Payroll Posted Date To : 


*Benefit Program : CalSTRS Defined Benefit


Payroll Submitted Date From : 

Payroll Submitted Date To : 

Reporting Period Start Date From : 

Reporting Period Start Date To : 

Reporting Period End Date From : 

Reporting Period End Date To : 

Search Results

<input type="checkbox"/>	Payroll Summary ID	Reporting Source Name	Payroll Summary Status	Payroll Posted Date	Submitted Date	Reporting Period	File Type	Benefit Program	Header Count	Detail Count	Last Modified Date
No records to display.											

Step 3:

The **Employer Payroll Summary Maintenance** screen displays. To create the **Employer Payroll Summary**, select a Reporting Period from the drop-down menu and click **Save**.

Employer Payroll Summary Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

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+ Employer Payroll Summar... Employer Payroll Summar...* X ← Displaying page 1 of 1. →

Save Refresh

[Record displayed. Please make changes and press SAVE.]

Employer Payroll Summary

*Reporting Source :	SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Summary ID :	Payroll Summary Status :
*Reporting Period :	08/01/2019-08/31/2019	File Type : Contribution - AR File	Benefit Program : CalSTRS Defined Benefit
Payroll Posted Date :		Payroll Detail Count :	Suppress Warning : <input type="checkbox"/>
Submitted By :		Payroll Submitted Date :	Submitted :
Comment :			

Downloadable Contribution File Extracts

Select	File Header ID	File Name	Uploaded By	Organization Code
No records to display.				

Step 4:

On the **Employer Payroll Summary Maintenance** screen, scroll down to the **Employer Payroll Header** panel and click **New**.

Employer Payroll Summary Maintenance 908

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
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Displaying page 3 of 3.

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Save

Refresh

Pre Tax EE Contribution :	\$0.00	\$0.00	Pre Tax EE Contribution :	\$0.00
Post Tax EE Contribution :	\$0.00	\$0.00	Post Tax EE Contribution :	\$0.00
Employer Contribution:	\$0.00	\$0.00	Total :	\$0.00
Total :	\$0.00	\$0.00		

Employer Payroll Header

Filter

Organization Code :

↓

Organization Name :

Benefit Structure :

▼

Status :

▼

Submitted to Source :

All

▼

Search

New

Open


Export To Excel

☐ Organization
 Benefit Program
 Benefit Structure
 Status
 Submitted To Source
 Total Contributions
 Record Count

No records to display.

Step 5:

The **Employer Payroll Header Maintenance** screen will display. Select an **Employer Organization** and **Benefit Structure** from the drop-down menus. Click **Save**.



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SECURE EMPLOYER WEBSITE

Employer Payroll Header Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
TRN1 - 1.2.80.1 - Green Region

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Save

Refresh

[Record displayed. Please make changes and press SAVE.]

Employer Payroll Summary

Reporting Source : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#)
Reporting Period : [08/01/2019-08/31/2019](#)

Payroll Summary ID : [907](#)
File Type : Contribution - AR File

Payroll Summary Status : Review
Benefit Program : CalSTRS Defined Benefit

Employer Payroll Header

*Employer Organization : 34099 - SACRAMENTO C

Payroll Header ID:

Payroll Header Status :

*Benefit Program : CalSTRS Defined Benefit

*Benefit Structure : DB 2% at 62

Submitted To Source : No

Submitted To Source By :

Submitted To Source Date :

Payroll Detail Count:

Payroll Posted Date :

Reporting Source :

Validation In Progress : ☐

File Header ID:

Suppress Warning : ☐

Comments :

Step 6:

On the **Employer Payroll Header Maintenance** screen scroll down to the **Employer Payroll Detail** panel. Click **New**.

The screenshot shows the CALSTRS Employer Payroll Header Maintenance interface. At the top, the header includes the CALSTRS logo, the text 'SECURE EMPLOYER WEBSITE', and the user information '34099 SACRAMENTO COUNTY OFFICE OF EDUCATION TRN1 - 1.2.80.1 - Green Region'. Below the header, there are tabs for 'Employer Payroll Summary...', 'Employer Payroll Header...', and 'Employer Payroll Detail'. The 'Employer Payroll Detail' tab is selected and circled in red. Below the tabs, there is a filter section with fields for 'Client ID', 'SSN', 'Last Name', 'Status' (set to 'Review'), and 'Transaction Type'. A 'Search' button is next to these fields. Below the filter section, there are three buttons: 'New', 'Open', and 'Export To Excel'. The 'New' button is circled in red. Below the buttons, there is a table with columns: 'Client ID', 'Employee Name', 'Status', 'Transaction Type', 'Pay Period Begin Date', 'Pay Period End Date', 'Earnings', 'Annualized Pay Rate', 'EE Contribution', and 'ER Contribution'. The table currently displays 'No records to display.'

Step 7:

The **Employer Payroll Detail Maintenance** screen appears. Scroll down to the **Employer Payroll Detail** panel and input the **Client ID**, **Pay Period Begin Date**, **Pay Period End Date** and select the applicable **Transaction Type** from the drop-down menu.

Employer Payroll Detail Maintenance

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
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Employer Payroll Summar...

Employer Payroll Header...

Employer Payroll Detail...*

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Displaying page 2 of 2.

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Save and Validate

Save And New

Refresh

Employer Payroll Summary

Reporting Source: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION

Payroll Summary ID: 907

Payroll Summary Status: Valid

Reporting Period: 08/01/2019-08/31/2019

File Type: Contribution - AR File

Benefit Program: CalSTRS Defined Benefit

Employer Payroll Header

Organization: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION

Payroll Header ID: 1251

Payroll Header Status: Valid

Benefit Program: CalSTRS Defined Benefit

Benefit Structure: DB 2% at 62

Submitted to Source By:

Submitted to Source Date:

Submitted to Source: No

Employer Payroll Detail

Payroll Detail ID:

Payroll Detail Status:

Suppress Warnings: ☐

*Client ID: 1137457586

Benefit Program Member Code:

First Name: LeBron

Middle Name:

*Last Name: Member

*Pay Period Begin Date: 08/01/2019

*Pay Period End Date: 08/31/2019

*Earnings:

Transaction Type: Post-Tax Account Receivable

*Expected Pay Periods:

*Earnings Type:

*Service Type: Pre-Tax Account Receivable

Work Hours Per Day:

Base Hours:

*Time Base:

Annualized Pay Rate:

Comments:

Step 8:

Certain fields in the **Employer Payroll Detail** panel will no longer show. Select the **Expected Pay Periods** from the drop-down menu.

Employer Payroll Detail Maintenance

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+ Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail... X ← Displaying page 2 of 2. →

Save and Validate Save And New Refresh

Reporting Period: 09/01/2019 - 09/30/2019 File Type: Contribution - AR File Benefit Program: CalSTRS Defined Benefit

Employer Payroll Header


Organization: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Header ID: 1251	Payroll Header Status: Valid
Benefit Program: CalSTRS Defined Benefit	Benefit Structure: DB 2% at 62	
Submitted to Source By:	Submitted to Source Date:	Submitted to Source: No

Employer Payroll Detail

Payroll Detail ID:	Payroll Detail Status:	Suppress Warnings: <input type="checkbox"/>
*Client ID: 1137457586		
First Name: Lebron	Middle Name:	*Last Name: Member
*Pay Period Begin Date: 08/01/2019	*Pay Period End Date: 08/31/2019	
*Transaction Type: Pre-Tax Account Receival	*Expected Pay Periods: 11- July to May	
Comments:		

Step 9:

Scroll down to the **Contributions** panel. Enter the **Reported Amount** for the employee (EE) contributions. Click **Save and Validate**.



Employer Payroll Detail Maintenance

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Employer Payroll Summar...

Employer Payroll Header...

Employer Payroll Detail...*

X

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Displaying page 2 of 2.

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Save and Validate

Save And New

Refresh

*Pay Period Begin Date :

08/01/2019

*Pay Period End Date :

08/31/2019

*Transaction Type :

Pre-Tax Account Receivat

*Expected Pay Periods :


11- July to May

Comments :

Contributions

Contribution Type	Contribution Rate	Reported Amount	Calculated Amount
Pre Tax EE Contribution :	0.000000%	\$625.00	\$0.00
Post Tax EE Contribution :	0.000000%	\$0.00	\$0.00
Employer Contribution :	0.000000%	\$0.00	\$0.00
Total :		\$0.00	\$0.00

Step 10: If you are successful a message appears above the **Employer Payroll Summary** panel, “All Changes Saved Successfully.”



Employer Payroll Detail Maintenance
28082

34099 SACRAMENTO COUNTY OFFICE OF EDUCATION
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Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail... X ← Displaying page 2 of 2. →

Save and Validate Save And New Refresh Void Reject

All changes successfully saved.

Employer Payroll Summary

Reporting Source: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Summary ID: 907	Payroll Summary Status: Valid
Reporting Period: 08/01/2019-08/31/2019	File Type: Contribution - AR File	Benefit Program: CalSTRS Defined Benefit


Employer Payroll Header

Organization: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Header ID: 1251	Payroll Header Status: Valid
Benefit Program: CalSTRS Defined Benefit	Benefit Structure: DB 2% at 62	
Submitted to Source By:	Submitted to Source Date:	Submitted to Source: No

Employer Payroll Detail

Payroll Detail ID: 28082	Payroll Detail Status: Valid	Suppress Warnings: <input type="checkbox"/>
*Client ID: 1137457586		
First Name: Lebron	Middle Name:	*Last Name: <input type="text" value="Member"/>
*Pay Period Begin Date: <input type="text" value="08/01/2019"/>	*Pay Period End Date: <input type="text" value="08/31/2019"/>	
*Transaction Type: <input type="text" value="Pre-Tax Account Receivat"/>	*Expected Pay Periods: <input type="text" value="11- July to May"/>	
Comments: <input type="text"/>		

Step 11: Click the blue hyperlinked **Payroll Summary ID**.



Employer Payroll Detail Maintenance
28082

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+ Employer Payroll Summar... Employer Payroll Summar... Employer Payroll Header... Employer Payroll Detail... X ← Displaying page 2 of 2. →


Save and Validate Save And New Refresh Void Reject

[All changes successfully saved.]

Employer Payroll Summary

Reporting Source: 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Summary ID : 907	Payroll Summary Status : Valid
Reporting Period : 08/01/2019-08/31/2019	File Type : Contribution - AR File	Benefit Program : CalSTRS Defined Benefit

Step 12: The **Employer Payroll Summary Maintenance** screen will display.



Employer Payroll Summary Maintenance 907

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+ Employer Payroll Summar... Employer Payroll Summar... X ← Displaying page 1 of 1. →

Save Refresh Submit to CalSTRS


[All changes successfully cancelled.]

Employer Payroll Summary

*Reporting Source : 34099-SACRAMENTO COUNTY OFFICE OF EDUCATION	Payroll Summary ID : 907	Payroll Summary Status : Valid
*Reporting Period : 08/01/2019-08/31/2019	File Type : Contribution - AR File	Benefit Program : CalSTRS Defined Benefit
Payroll Posted Date :	Payroll Detail Count : 2	Suppress Warning : <input type="checkbox"/>
Submitted By :	Payroll Submitted Date :	Submitted :

Step 13: Click the “**Submit to CalSTRS**” button to submit the **Payroll Summary**.

Note: If you are a Report Unit, the text on the button will display as, “Submit to Source.”



Employer Payroll Summary

Maintenance 907

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+ Employer Payroll Summar... Employer Payroll Summar... X ← Displaying page 1 of 1. →

Save

Refresh

Submit to CalSTRS

[All changes successfully cancelled.]

Employer Payroll Summary

*Reporting Source : [34099-SACRAMENTO COUNTY OFFICE OF EDUCATION](#)

*Reporting Period : [08/01/2019-08/31/2019](#)

Payroll Posted Date :

Submitted By :

Comment :

Payroll Summary ID : 907

File Type : Contribution - AR File

Payroll Detail Count : 2

Payroll Submitted Date :

Payroll Summary Status : Valid

Benefit Program : CalSTRS Defined Benefit

Suppress Warning : ☐

Submitted :

Contribution Totals

Contribution Type	Total Reported Amount	Total Calculated Amount
Pre Tax EE Contribution :	\$680.00	\$0.00
Post Tax EE Contribution :	\$0.00	\$0.00
Employer Contribution:	\$0.00	\$0.00
Total :	\$680.00	\$0.00

Account Receivable

Contribution Type	Total Reported Amount
Pre Tax EE Contribution :	\$680.00
Post Tax EE Contribution :	\$0.00
Total :	\$680.00